



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

**AS-NEEDED
HUMAN RESOURCES TECHNICIAN**

Open Until Filled

The City of Santa Clara Human Resources Department is currently accepting applications for a limited term assignment in the Recruitment, Selection and Classification Division. This position will be assigned to conduct job analyses and recruitments in the Classified Service, including assisting in the development of examinations, writing job announcements and advertisements, screening applications, administering examinations, and preparing letters and reports.

STARTING HOURLY SALARY: \$ 25.00

MINIMUM REQUIREMENTS:

- Graduation from high school or possession of a GED, **and**
- Two years recent experience in technical or clerical human resources programs. This would involve the recruitment and selection of employees, maintenance of classification and compensation plans, or maintenance of detailed confidential and sensitive personnel records. College education in public personnel administration, human resources administration, or equivalent major in an accredited college or university may be substituted at the rate of one year of education (30 semester units or equivalent) for each year of the required experience.
- Experience with Microsoft word processing and Excel software is required.
- Experience with Microsoft Access and Human Resources Management Information System is desirable.
- Experience conducting recruitments in the public sector is highly desirable.
- Applicants must successfully pass a City background investigation, which will include fingerprinting, and may include, in the discretion of the City and/or as required by law, criminal records search, credit check, DMV record check, and employment verification.

APPLICATIONS:

An "on-line" Employment Application and Supplemental Application can be downloaded from the following website address: http://santaclaraca.gov/human_resources/hr_dept.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

FILING INFORMATION:

Although this position is Open Until Filled, preference will be given to applicants who submit materials by **Friday, May 30, 2008**. Applicants must submit a completed City application, resume, letter of interest and intent and Supplemental Application to the Human Resources Department, City Hall, 1500 Warburton Ave., Santa Clara, CA, 95050. FAX number is (408) 247-5627.

CITY OF SANTA CLARA
AS-NEEDED HUMAN RESOURCES TECHNICIAN
SUPPLEMENTAL APPLICATION

Applicants for the As-Needed position of Human Resources Technician with the City of Santa Clara are required to submit responses to the following supplemental questions with their completed City application. You may attach additional sheets as necessary. Please respond to each of the following:

1. Please briefly your relevant experience in recruitment in a single paragraph.
2. Briefly describe your experience and skill level with specialty Human Resources software (e.g., SIGMA Applicant Tracking System, PeopleSoft, HRIS).
3. Indicate your level of computer skill in each of the following programs. Five (5) being very skilled to zero (0) having no experience. If your skill level listed was less than 3, please describe your experience with other word processing, spreadsheet, or database programs.

_____ Microsoft Word

_____ Microsoft Excel

_____ Microsoft Access

4. Indicate your familiarity and experience working with employees in each of the following categories. Five (5) being very skilled to zero (0) having no experience.

_____ Professional Staff

_____ Technical Staff

_____ Administrative and/or Clerical Staff

_____ Management Staff

_____ Public Safety

5. Please describe your experience working in the public sector or government setting. If you do not have this experience, please describe your experience in a structured work environment with many rules and regulations.

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NAME (Please Print): _____ PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____